



**Description of Undergraduate Internship #UG-604
Undergraduate Internship 2 / Salary Range 25E - \$1,873 - \$2,148**

**Commission on Hispanic Affairs
Olympia**

Recruitment open until November 19, 2004

Administrative Assistant

Position Description:

The Washington State Commission on Hispanic Affairs (CHA) was created by a Governor's Executive Order and established in statute in 1971. As mandated by the state legislature, the Commission's functions are to improve public policy development and the delivery of government services to the Hispanic community through the following means:

Identifying and defining issues concerning the rights and needs of Washington State's Hispanic Community. Advising the Governor and state agencies on the development of relevant policies, plans, and programs that affect Hispanics. Advising the legislature on issues of concern to the state's Hispanic community. Establishing relationships with state agencies, local governments, and members of the private sector.

The Commission is seeking an intern to provide administrative support to the office. Responsibilities will include filing and archiving records, maintenance of the agency contact list, maintenance of the constituent database, basic Internet research, and some miscellaneous office support.

Desirable Qualifications:

The candidate should have basic computer (Word & Excel) skills and Internet experience. The candidate should have great organizational skills. Fluency in Spanish is a preference, but not a requirement. Candidate should also have significant cultural knowledge about Latin Americans in the United States.

Required Qualifications:

To be eligible for the internship, candidate must either be a permanent state employee, OR be pursuing a four year degree, and have completed one quarter in their first year.

**For Questions About the Position
Contact:**

Cindy Garcia
Commission on Hispanic Affairs
Executive Assistant
(360) 753-3159

**For Questions About the Internship
Program Contact:**

Heather Rehaume
Division of Vocational Rehabilitation
GIP- Program Coordinator
(360) 438-8046

**To apply, see Undergraduate Intern Qualification and Application Process at
<http://hr.dop.wa.gov/gip/ugqual.htm> . Refer to position number UG 604 in your letter of interest.**